

**East Coventry Township
Historical Commission**

August 10, 2005
Scheduled Meeting Minutes

Attendance: Scott Bowie (Chairman), Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, Phyllis Snyder

The meeting was called to order at 7:05 pm.

Old Business:

Minutes from the July meeting were reviewed and approved as amended. M. Brower moved to accept the minutes which was seconded by P. Snyder.

Town Tours and Village Walks

The July 21, 2005 tour of Parker Ford was a great success. Many tour attendees had made requests for copies of our research and additional copies of the brochure, which was handed out during the tour, were also requested. An observation was raised which identified that some of the speakers could not be heard due to background traffic noise. This was primarily a concern at the Parker Ford Station stop and Rt. 724 traffic. It was suggested that speakers/microphones be investigated for future use. East Vincent Township participants responded that they enjoyed the tour and were planning reviewing our tour elements and ideas in their own presentations. Thank you notes will be sent to supporting personnel and organizations.

Demolition Permit Review Process

Research has been started and will be completed by S. Bowie for the E. Cedarville Road property of T, Smith which is proposed to be demolished to make way for a new subdivision. A review will be performed to determine the historical significance, if any, of the property. The proposal to demolish the structure will be presented to the township at the August 17, 2005 meeting by the developer.

Historical Resource Atlas

The historical resource maps were collected by the chairman for combining data into a master listing. S. Cossaboon and G. Brown/M.A. Keen maps will be forwarded after the meeting. Completed copies will be forwarded to the township, Zoning Board and Historical Commission files.

2006 Calendar Project Status

The 2006 calendar is at the printers for processing. The proof copy was reviewed and required corrections noted will be communicated to the printer by M. Brower. The final printing is expected to be completed by the end of August. It was decided to print only 250 calendars based on the rate of past sales. The Historical Commission decided to keep the price at \$6.00 per calendar. P. Snyder and G. Brown will be handling the marketing and financial aspects for the 2006 calendar sales.

Projects for 4th Quarter 2005

S. Bowie requested the commission to think about suggestions for projects we may wish to do in the last quarter of 2005. Proposed ideas will be discussed at the next meeting.

Miscellaneous:

The meeting adjourned at 8:30 PM.

**East Coventry Township
Historical Commission
September 14, 2005
Scheduled Meeting Minutes**

Attendance: Scott Bowie (Chairman), Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, Phyllis Snyder, Gail Brown, Roy Kolb

The meeting was called to order at 7:10 pm.

Old Business:

Minutes from the August meeting were reviewed and approved as amended. M. Brower moved to accept the minutes which was seconded by P. Snyder.

Demolition Permit Review Process

S. Bowie completed the research on the Smith property back to the early 1800's but could not verify the existing house was built at that time. S. Bowie also toured the property and took photos of the barn with the owner. The developer proposes to demolish the house due to a setback requirement. S. Bowie discussed the possible restoration of the existing house with the developer if a variance was received, and he was willing to consider it.

Historical Resource Atlas

The historical resource maps from G. Brown/M.A. Keen were turned in for incorporation to the master map. Completed copies will be forwarded to the township, Zoning Board and Historical Commission files.

2006 Calendar Project Status

M. Brower reported the calendars will be ready for pickup on Thursday September 15, 2005. A. Keen and M. Brower will distribute calendars to the property owners and calendars already sold. P. Snyder will receive the supply of remaining calendars to control the disbursement and financial accounting aspects for the sales.

Projects for 4th Quarter 2005

The commission decided to focus on property research for the next quarter. There was discussion of doing the luminaires project in Parker Ford again for the holidays. There will be further discussions at the next meeting.

New Business:

East Vincent Township Historical Commission

Assistance was requested from the East Vincent Historical Commission for us to help with their tour event on September 25, 2005. Commission members that are available will be given further details as S. Bowie receives them.

Miscellaneous:

The meeting adjourned at 8:20 PM.

East Coventry Township Historical Commission

October 12, 2005

Scheduled Meeting Minutes

Attendance: Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, Phyllis Snyder, Gail Brown, D. Gensemer (Interested resident)

The meeting was called to order at 7:00 pm.

Old Business:

Minutes from the September meeting were not finalized for review and approval at this meeting. Minutes for September and October will be reviewed at the November meeting,

Demolition Permit Review Process

S. Bowie completed the research on the Smith property but could not find any documentation of any elevated historical significance.

Historical Resource Atlas

The master historical resource map is still under completion at the time of the meeting. Completed copies will be forwarded to the township, Zoning Board and Historical Commission files.

2006 Calendar Project Status

Calendars were picked up and the sales have begun. Free copies of the calendars were given to township homeowners whose homes appear in the calendar. P Snyder reported on the status of current sales and gave an accounting of funds turned in to the township by various commission members.

East Vincent Township Historical Commission

An e-mail was sent to S. Bowie from the East Vincent Historical Commission thanking us for providing assistance with their tour of Parker Ford Tavern on September 25, 2005. They were very appreciative of our help and we continue to look forward to working with them again.

Miscellaneous:

General Housekeeping:

G. Brown noted that her name as well as that of P. Snyder have not been included as commission members on the information given to the county, and therefore they do not receive county mailings relative to historical or preservation activities. S. Bowie to clarify commission member lists with the county.

The meeting adjourned at 8:20 PM.

**East Coventry Township
Historical Commission**

November 09, 2005
Scheduled Meeting Minutes

Attendance: Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Anne Keen, Mary Brower, Phyllis Snyder, Gail Brown

The meeting was called to order at 7:10 pm.

Old Business:

Minutes from the September and October meetings were reviewed. M. Keen made a motion to approve the minutes, which was seconded by P. Snyder.

Demolition Permit Review Process

No further updates to the activities of the Smith property were available.

Historical Resource Atlas

Completion of the master historical resource map is still in progress at meeting time.

2006 Calendar Project Status

P. Snyder reported that as of the meeting date 111 calendars had been sold for a total of \$754. Twenty-two (22) calendars were distributed free of charge to homeowners whose properties were featured. Etc. G. Brown reported that flyers advertising the calendars were distributed to various businesses along Route 724.

New Business

Reference 131 Maack Road

The commission reviewed a letter received concerning a future development at the Dogwood Farm. The property at the time belonged to commission member A. Keen's grandfather and she identified there is a springhouse, bakehouse, icehouse and a large barn with original stalls on the property. Commission members were planning research time at West Chester before the next scheduled meeting.

Property Research

The commission discussed the best practices for organizing and prioritizing the property research requiring completion in the face of development in the township. Most felt this should be a priority in the coming year. Members want to go as a group to view properties as they come up for development.

The meeting adjourned at 9:00 PM.

**East Coventry Township
Historical Commission**

December 14, 2005
Scheduled Meeting Minutes

Attendance: Scott Bowie (Chairman), Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, Gail Brown

The meeting was called to order at 7:10 pm.

Old Business:

Minutes from the November meeting were reviewed and approved. The motion for approval was presented by M. Brower and seconded by S. Bowie

Demolition Permit Review Process

No new permit requests.

2006 Calendar Project Status

It was identified that 128 calendars have been sold to date and \$856.00 funds were received. A total of 22 calendars were dispersed per gratis to featured homeowners, etc.

Property Research

The commission will pursue establishing a day each month for property research at West Chester. A tentative date of January 19th has been established for the next scheduled research date and commission member availability will be established at the next scheduled meeting.

New Business

Communication was received from the County of Chester commending the township's participation in the 2005 Town Tours and Village Walks. The overall Town Tours and Village Walks program received one of two statewide educational awards from the Pennsylvania Historical and Museum Commission and Preservation Pennsylvania.

S. Bowie, S. Cossaboon and G. Brown are pursuing identification of potential grant sources for the townships historical assets and endeavors. Team members will report results to G. Brown by Jan 1, 2006.

The meeting adjourned at 8:50 PM.

**East Coventry Township
Historical Commission**

January 11, 2006
Scheduled Meeting Minutes

Attendance: Scott Bowie (Chairman), Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, R. Kolb

The meeting was called to order at 7:05 pm.

Old Business:

Minutes from the December meeting were reviewed and approved. The motion for approval was presented by M. Brower and seconded by D. Bowie.

Demolition Permit Review Process

No new permit requests.

2006 Calendar Project Status

P. Snyder (via S. Bowie) wanted to know from commission members whether we wanted to lower the price of the current calendars. The commission decided to keep the price as is until later this year.

Property Research

Several members will be attending the next research day in West Chester on Thursday, January 19, 2006 meeting at 9:30 am at the township building.

New Business

Grant Resources

S. Cossaboon could not contact resources at West Chester University due to the winter break. S. Bowie has a list of potential grantors as used by the French and Pickering Creek Foundation. Further discussion will be held at the next meeting.

Election of Officers

The officers for 2005 were re-elected by the commission for 2006. Absent members were contacted via telephone for their votes, and all members voted as noted.

Historical Commission Records

S. Bowie was notified by the township that our records will be unpacked in the next two weeks.

Development Research Request

The commission received a request for any historical significance of the property at 1101 Bethel Church Road which is subject to development.

The meeting adjourned at 7:50 PM.

**East Coventry Township
Historical Commission
February 8, 2006
Scheduled Meeting Minutes**

Attendance: Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, Phyllis Snyder, Maryann Keen, Gail Brown

The meeting was called to order at 7:10 pm.

Old Business:

Minutes from the January meeting were reviewed and approved. The motion for approval was presented by P. Snyder and seconded by A. Keen.

Demolition Permit Review Process

No new permit requests.

2006 Calendar Project Status

No further updates at this time.

Property Research

No updates or new research completed at this time.

Fricks Locks Village

M. Keen presented a photo donated by a township resident of two children posing by the locks. The boys were raised in the village. Discussions were held regarding the status of the village project and members would like to do another walk through and take new photos to document the current conditions. The possibility of having the feasibility study updated was discussed.

New Business

Grant Resources

G. Brown updated the commission on her research into various grants the commission could possibly apply for. She had suggestions for several contacts that could provide aid to our efforts to securing additional funding for the Fricks Locks Village project. Further discussion will take place at the next meeting.

Historical Commission Records

The commission looked through the files that were unpacked by the township after the construction project. Those members that had done an inventory before the records were moved feel the records need to be inventoried again. Further updates will be discussed at the next meeting.

Development Research Request

There were no new research requests received at this meeting.

The meeting adjourned at 8:30 PM.

**East Coventry Township
Historical Commission**

March 8, 2006
Scheduled Meeting Minutes

Attendance: S. Bowie(Chairman), Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, Phyllis Snyder, Gail Brown

The meeting was called to order at 7:05 pm.

Old Business:

Minutes from the February meeting were reviewed and approved. The motion for approval was presented by S. Bowie and seconded by M. Brower.

Demolition Permit Review Process

No new permit requests.

2006 Calendar Project Status

P. Snyder reported an update on calendar sales so far by each sales location, including the free calendars given to each homeowner and any donations received.

Property Research

No updates or new research completed at this time. March 23, 2006 has been set for another research trip to West Chester.

Fricks Locks Village

Commission members will meet Sunday March 12. 2006 to do a walk through and photo update.

New Business

Development Research Request

There were no new research requests received at this meeting.

The meeting adjourned at 8:30 PM.

**East Coventry Township
Historical Commission**
April 12, 2006
Scheduled Meeting Minutes

Attendance: S. Bowie(Chairman), Sharon Cossaboon (Vicechairman), Denise Bowie (Secretary), Members: Ann Keen, Mary Brower, Phyllis Snyder, Gail Brown, Mary Anne Keen

The meeting was called to order at 7:05 pm.

Old Business:

Minutes from the February meeting were reviewed and approved. The motion for approval was presented by M. Brower and seconded by P. Snyder.

Demolition Permit Review Process

No new permit requests have been received from the township.

2006 Calendar Project Status

P. Snyder provided an update on continuing calendar sales. Current sales have provided sufficient funds to cover the net cost to the township for calendar printing costs.

Property Research

No new property research has been completed since the last scheduled meeting. The date of April 20, 2006 has been established for another Historical Commission property research trip to West Chester.

Fricks Locks Village

The anticipated walk through of the village to document current conditions and needs was canceled due to weather conditions. S. Bowie communicated an update from the Township Manager who reported cost updates for stabilization and restoration repairs, as discussed in the feasibility study, are being prepared and the township will subsequently be seeking supportive funding from Excelon.

New Business

Development Research Request

The commission reviewed plans for residential property remodeling of a porch for a property on Saylor's Mill Road. It was determined that no negative historical impact would result from the submitted structure modification plans. The drawing layout plans for the Enclave development on Ellis Woods Road were reviewed and it was noted that historical structures do exist on the property. M Keen will contact the homeowner/developer to determine if any demolition of existing structures is planned during the development process.

Calendars for 2007

The commission voted and decided to continue the period theme of 1850 – 1900 houses for the 2007 calendar. It was also suggested that research/ identification of available photos for Frick's Lock properties be completed concurrent with the 1850-1900 period research. At the midyear point the two subjects could then be evaluated to determine if Frick's Lock progress at that time can be further publicized by the calendar or if the 1850-1900 subject is more appropriate. G. Brown provided a historical synopsis of township meeting notes applicable to Frick's Lock for identification of milestones and planned actions.

The meeting adjourned at 9:30 PM.